

SIGN PERMIT

INFORMATION FOR THE CITY OF BURLINGTON, N.C.

425 S. Lexington Ave. Burlington, NC 27215

PHONE: (336) 222-5084

EMAIL: cmarland@burlingtonnc.gov

Your permit will not be approved if the application is not properly filled out or if there is missing information.

Applicant or Contractor Information	Proposed Sign Location Information
Name:	Business Name:
Address:	Address:
Phone:	

- 1.) Electrical signs must be UL approved and labeled. UL Number _____
- 2.) Size, type, and square footage of each proposed sign(s). (Ex: Wall, 4 x 8 = 32 sq. ft.)

- 3.) Elevation drawings showing size and location of signs must be included.
Site plans are required for ground signs and pole signs showing the exact location of the property line.

- 4.) Cost of sign(s): _____

- 5.) Permit Fee is based upon the cost of the signs including installation.

Fee schedule is as follows:

Up to the first \$1000-----\$42.00

Each additional \$1000, or any part thereof, up to;

\$100,000-----\$5.00

\$100,000 + -----\$4.00

Example: Cost of signs = \$4300.00

First \$1000.00 = \$42.00

Remaining amount = \$3300.00 (counted as \$4000)

Each additional \$1000.00 or part of a \$1000.00 = \$5 x 4 = \$20.00

Permit Fee = \$42.00 + \$20.00 = \$62.00

Permit Fee: _____

- 6.) Total square footage allowed depends upon Zoning Classification and Location. Call (336) 222-5084 or email cmarland@burlingtonnc.gov for Information.

- 7.) Information may be sent by mail or emailed. Once the signs are approved and the check is received, the permit will be mailed to you. Make check payable to the City of Burlington. Mail information to the address above, attention: Chris Marland.

Office use only:

Sign(s) type _____

Footing required _____ Final _____